

EMPLOYMENT ACADEMY JOB DESCRIPTION

12 MONTH FIXED TERM CONTRACT

THIS ROLE IS ONLY OPEN TO UNEMPLOYED CARTREFI CONWY TENANTS or CLWYD ALYN RESIDENTS.

Job Title:	Factory Production Operator- Fixed Term Contract for 12 months
Team:	Timber Solutions
Reporting To:	Operations Manager & Design Project
Salary:	National Living/Minimum wage
Hours of Work:	42 hours per week

General Description / Overview:

The role is to undertake, with support, cutting and assembly tasks to manufacture and deliver our construction timber product range which includes, metal web joists, modular panel frames, but is to be expanded to include other timber products as the business grows.

The successful candidate will be responsible for operating cutting machinery and presses in the manufacture and assembly of timber construction products to acceptable and defined quality standards and specifications.

Full training will be provided for the machines to be used.

The Employment Academy:

The Employment Academy offers up to 12 months paid employment to unemployed tenants of Cartrefi Conwy. As part of the Academy the post holder will receive:

- On the job support and training
- Formal qualifications including employability training
- Paid employment for up to 12 months
- Support of a Mentor
- Assistance to secure employment at the end of the contract

As part of the Employment Academy, the post holder will be expected to:

- Attend work every day on time
- Undertake all training as stated on the job description
- Attend suitable work placements with other companies
- Attend regular sessions with your Mentor to discuss progress
- Commit to applying for employment opportunities towards the end of the fixed term contract

To demonstrate your suitability for this role, you may be asked questions on the following at interview:

- Awareness of Health and Safety practices
- Ability to work flexibly
- Ability to meet deadlines and work to tight schedules
- Ability to follow instructions and procedures
- Willingness and commitment to learn and develop

- Ability to work in a team
- Fit and able to carry out manual handling labouring activities

Key Tasks:

As a Production Operative your role main duties will include (but not limited to):

- General Factory Labour, Lifting and manual work moving and picking timber products
- Operating press machines, Chop Saws, Table Saws, & hand air tools with ease and confidence to Manufacturing and assemble the Timber Frame Products
- Finished goods marking, labelling, preparation and packing/banding
- Performing quality inspections test to ensure the suitability of the finished product to defined standards.
- Warehousing duties including storage of finished goods and supply of materials
- Ability to work on your own & as part of a team assisting other colleagues with relevant tasks
- Taking part in the on-site factory and operative training programmes to hone your skills
- Notify Line Manager of any resource, material, or work instruction issues as soon as problem identified keeping them informed on progress of work.
- Work within the organisation's Health and Safety guidelines to keep work area organised and equipment clean, safe and well maintained & safe approach to work

Other:

- To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.
- As a representative of Creating Enterprise, to promote and maintain a positive attitude and image at all times.
- To positively promote Creating Enterprise's values, constructively challenging traditional ways of working, contrary behaviour or comments.
- To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

Training Provided:

- Manual handling
- Machinery Operating
- Fire Awareness training
- Risk Assessments

Creating Enterprise is committed to Equality and Diversity in our activities.